

PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard License/Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service permit. Please read the General Permit Procedures (50 CFR 13) sent with this package.

- * Complete all appropriate blocks/lines. Print clearly or type in the information. *A complete application prevents delays!*
- * Sign the application *in ink* and send an *original* to the address on the top of the application. Faxed copies will not be accepted.
- * Applications will be processed in the order they are received.

Most of the application form is self-explanatory, but the following provides some further assistance for completing the form.

COMPLETE EITHER BLOCK A OR BLOCK B:

Block A. **"Complete if applying as an individual"** - Enter the complete name of the responsible party who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. All blocks must be completed. If you are applying on behalf of a client, the personal information must pertain to the client. A notarized document stating power of attorney must be included with the application.

Block B. **"Complete if applying as a business, corporation, public agency or institution"** - Enter the complete name and address of the business, agency or institution who will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in, the name and phone number of the person in charge, and if the company is incorporated, the state in which it was incorporated.

ALL APPLICANTS COMPLETE BLOCK C:

Block C.1 **"Do you currently have or have you had any Federal Fish and Wildlife license or permits?"** - List the number of any FWS or CITES permits. If applying for a renewal, the original permit must be returned with this application.

Block C.2 **"Have you obtained any required state or foreign government approval to conduct the activity you propose?"** - If the proposed activity is regulated, check the appropriate box. If "yes", list the State or foreign countries involved and type of document required. Include a copy of these documents with the application. If "no" indicate what steps you have taken to secure approval (use attachment if necessary). If the proposed activity is not regulated check "not required".

Block C.3 **"Attachments"** - Consult the fact sheet or regulation. Provide any required additional information outlined on the supplemental page(s) of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. An incomplete or unclear application may cause delays in processing.

Block C.4 **"Check or money order (if applicable)"** - There is a permit processing fee unless you are fee exempt. Consult the enclosed APPLICATION PROCESSING FEE SCHEDULE information. Make the check or money order payable to the **U.S. Fish and Wildlife Service** and attach it to the application form. If fee exempt, write "exempt" in this space.

Block C.5 **"CERTIFICATION"** - The **individual applicant in Block A, the person named in Block B, or person with power of attorney must sign and date** the application in ink. This signature binds that person to the statement of certification. This means that you certify that you read and understood the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application before signing.



Federal Fish and Wildlife License/Permit Application Form

Return to: [Click here for addresses](#)

Endangered Species Permits
U.S. Fish and Wildlife Service

Type of Activity: Native Endangered & Threatened Species -
Permits for Scientific Purposes, Enhancement of Propagation or Survival
(i.e., Recovery Permits), and Interstate Commerce Permits

A. Complete if applying as an individual					
1.a. Last name:		1.b. First name:		1.c. Middle name or initial:	1.d. Suffix
1.e. Doing business as (dba):		2.a. Street Address (line 1):		2.b. Street Address (line 2):	
2.c. Street address (line 3):		3.a. City:	3.b. County:	3.c. Province:	3.d. State:
3.e. Zip code or postal code:	3.f. Country (only for non-commercial):		4. Date of birth (mm/dd/yyyy):	5. Social Security No:	
6. Occupation:		7. List of any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this license or permit:			
8. Home telephone number:	9. Work telephone number:	10. Fax number:		11. E-mail address:	

B. Complete if applying as a business, corporation, public agency or institution					
1.a. Name of business, agency, or institution:		1.b. Doing business as (dba):		2. Tax identification no.:	
3.a. Street address (line 1):		3.b. Street address (line 2):		3.c. Street address (line 3):	
4.a. City:		4.b. County		4.c. State:	4.d. Zip code:
5.a. Principal officer - Last name:		5.b. First name:		5.c. Middle name or initial	5.d. Suffix
5.e. Principal officer title:		6. Describe the type of business, agency, or institution:			
7. Home telephone number:	8. Work telephone number:	9. Fax number:		10. E-mail address:	

C. All applicants complete	
1. Do you currently have or have you had any Federal Fish and Wildlife License or Permit? Yes If yes, list the number of the most recent license or permit you hold: No	
2. Have you obtained any required state or foreign government approval to conduct the activity you propose? Yes If yes, provide a copy of the license or permit. No Not Required	
3. Attachments: Complete the additional pages of this application. Application will not be considered complete without these pages. Incomplete applications may be returned.	
4. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$25. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from fees.	
5. Certification: I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I further certify that the information submitted in this application for a license or permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.	
6. Signature (in ink) of applicant or person responsible for permit in Block A or B	
7. Date (mm/dd/yyyy):	

**NATIVE ENDANGERED & THREATENED SPECIES
APPLICATION FOR PERMIT**

**SCIENTIFIC PURPOSES, ENHANCEMENT OF PROPAGATION OR SURVIVAL
PERMITS (i.e., RECOVERY PERMITS)
AND INTERSTATE COMMERCE PERMITS**

INSTRUCTIONS TO APPLICANTS

To allow for processing time, and to ensure the timely issuance of a permit should one be granted, you are urged to apply for a permit at least three months prior to the start of your proposed activities. If you are renewing or amending an existing permit, your application must be received at least 30 days prior to the expiration of the existing permit. The information provided in your permit application will be used to process your application in accordance with the Endangered Species Act, its implementing regulations (which may include the solicitation of public comments on the application for 30 days), and with U.S. Fish and Wildlife Service policy. Receipt and possession of a permit under the Endangered Species Act should be regarded as a privilege, as we must balance permit issuance with our duties to protect and recover listed species.

If you are not applying as an individual but as a business, corporation, institution, or non-Federal public agency (block B. on page 1), the person to whom the permit will be issued (e.g., the president, director, executive director, or executive officer) is legally responsible for implementing the permit. Although other people under the direct control of the permittee (e.g., employees, contractors, consultants) receive third party take authorization in their capacity as designees of the permittee, the individual named as the permittee ultimately is legally responsible for the permit and any activities carried out under the permit.

Up-to-date annual reports and any other required reports under your existing permit(s) must be on file before a permit will be considered for renewal or amendment.

If your activities may affect species under the authority of the National Marine Fisheries Service (NMFS), then you may need to obtain a separate permit from NMFS. NMFS and the Fish and Wildlife Service (Service) share jurisdiction for sea turtles. The Service issues permits to conduct activities impacting sea turtles on land, and the NMFS issues permits to conduct activities impacting sea turtle in the marine environment. To apply for a permit to conduct activities with sea turtles in the marine environment, please contact the NMFS via the Internet at http://www.nmfs.noaa.gov/prot_res/PR3/Permits/ESAPermit.html

RECOVERY PERMIT

Please check one:

New application for Scientific Purposes, Enhancement of Propagation or Survival permit (commonly called a Recovery permit).

Renewal of existing Recovery permit using my current application package on file.
Note: if the information in your current application package has changed in any way, including changes in personnel, location, study plan or species to be covered by the permit, then you must apply for an amendment to your existing Recovery permit.

Amendment of existing Recovery permit.

You have 2 options for providing the required information for a Recovery permit application. Choose only one option

Option I. Renewal or Amendment of Existing Recovery Permit

If you are applying for renewal of your existing Recovery permit with no changes, including changes in personnel, location, study plan or species, you may sign statement A. If you have any changes to your Recovery permit, you must sign statement B. and answer the appropriate questions under section II. for your requested changes. The same person who signs in box C.6 on page 1 should sign either statement.

- A. I certify that the statements and information submitted in support of my original application for a U.S. Fish and Wildlife Service Recovery permit
_____ are still current and correct and hereby request renewal of that permit. This certification language is required under 50 CFR 13.22(a).

Signature

Date

Please print name legibly

* Please note: If you have signed statement A., then your renewal request is complete. Please submit this renewal request to the return address on page 1 of the application. Requests for renewals must be received no later than 30 days prior to permit expiration to ensure that your current permit remains in effect while we process your request for permit renewal.

- B. I certify that the statements and information submitted in support of my original application for a U.S. Fish and Wildlife Service Recovery permit # _____ are still current and correct, except for the changes listed below, and hereby request amendment of that permit. Provide a brief description of changes (answer the appropriate questions for these changes under section II. below). This certification language is required under 50 CFR 13.22(a).

Signature

Date

Please print name legibly

Option II. New Recovery Permit or Amendment of Existing Recovery Permit

General permit regulations for the U.S. Fish and Wildlife Service can be found at 50 CFR 13. Regulations for Recovery and Interstate Commerce permits can be found at 50 CFR 17.22(a)(1) for endangered wildlife species, 50 CFR 17.32(a)(1) for threatened wildlife species, 50 CFR 17.62 for endangered plant species, and 50 CFR 17.72 for threatened plant species. For Recovery permit applications, the following specific information (relevant to the activity) must be provided in addition to the general information on page 1 of this application. Please attach separate pages. In order to assist us in processing your application, please provide the item number (II.A.1., etc.) of the required information before each of your responses. Thank you.

A. Identify species and activity:

1. For a new permit:

- a. Identify the species sought to be covered by the permit (provide both scientific, to the most specific taxonomic level, and common names) as well as the species' status (federally classified as endangered (E), federally classified as threatened (T)).
- b. Provide the number, age, and sex of such species (if known)
- c. Identify the activity sought to be authorized (i.e., presence/absence survey, nest monitoring, bird banding, etc.) for each species.

2. For an amended permit:

- a. Identify the additional species sought to be covered by the amendment (provide both scientific, to the most specific

taxonomic level, and common names) as well as the species' status (see 1. above).

- b. Provide the number, age, and sex of such species (if known).
- c. Identify the activity sought to be authorized (i.e., presence/absence survey, nest monitoring, banding, etc.) for each species.
- d. Identify species on your existing permit and activities authorized for each species. If any activities requested in this application differ from those authorized in your existing permit, then state the current activity and the requested new activity for each species.
- e. Identify species to be deleted from your existing permit.
- f. Quantify any anticipated effects to the habitat of each added species.

B. Provide the name of the State, county, and specific location of the proposed activity site(s).

- 1. If the specific study area is known at the time of application, attach a U.S. Geological Survey map of the study area in 7.5 minute quadrangle (1:24,000) scale, or other appropriately scaled map.
 - a. If you plan to conduct surveys on a contract basis in the future, these maps can be provided once the specific area is known (counties in which you will work must be provided at this time).
 - b. If your request is for aquatic species, identify the aquatic system (river/lake/stream name, river mile information, and drainage basin).

C. Provide a statement justifying the permit request, including the following: *[A copy of a research or study proposal that provides this information can be attached in lieu of the information requested below.]* Use additional sheets as necessary.

- 1. Describe in detail the purpose(s) and objective(s) of the project.
 - a. Include study design, sampling methodologies and equipment to be used.
 - b. Identify any null hypothesis or other anticipated results from the project that will support the reasoning why the project is justified

for enhancement of propagation or survival of the affected species.

- c. Include planned disposition of specimens upon completion of project
2. Describe how the proposal will help recover each species:
 - a. If there is an approved recovery plan, identify the recovery tasks by number and name, if applicable.
 - b. Identify, or provide copies of any previous or similar research conducted on this species.
 - c. If this information exists, explain how the project will answer questions not answered by earlier research.
 - d. Explain how you will coordinate your efforts with past and ongoing research studies.
 3. Can this project result in the injury, death, or removal from the wild of any individuals of the species?
 - a. If yes, describe all that apply (i.e., injury, death, removal from the wild).
 - b. For each species, please state the maximum number of individuals that would be injured, killed, or removed from the wild: *[If applicable, please identify, based on a reasonable expectation, the number of individuals likely to be injured or killed per activity.]*
 - c. Please state what will be done to minimize the possibility of injury to or death of individuals:
 - d. If the proposed activity would cause the death of individuals from the wild or remove individuals from the wild, describe your attempts to obtain the wildlife or plant specimens currently held in captivity/nurseries/museums, or produced in captivity. You must demonstrate conclusively that existing specimens are unavailable or your study objectives require new/additional specimens. *[Provide the identity and phone number of each contact made in this regard.]*
 4. Identify contracts and agreements held for the proposed activities (attach copy or give title, funding organization name and address, date of

signature, duration of contract).

- a. State whether full funding will be available for the completion of the proposed activity. *[If you do not hold a contract at this time, but foresee receiving one, you may apply for a permit contingent upon receiving the contract(s).]*
5. Identify any additional permits currently held or needed for the proposed activities (i.e., permission to work on Federal lands, Federal bird banding permit, State permits, etc).
 - a. Attach a copy or give agency name, permit number, if any, date of signature, and duration of permit.
 - b. If you have already applied for these additional permits/authorizations and are awaiting issuance of the permits/authorizations, then state it here. *[If you do not have this permission at this time, please provide an explanation.]*
6. If live wildlife or plants to be covered by the permit are to be held in captivity:
 - a. Give a complete description, attaching photographs and/or diagrams, of the area and facilities where wildlife or plant(s) will be held and/or maintained in captivity and describe arrangements for care during transportation and maintenance. *[A separate discussion specific for each species must be provided, if applicable.]*
 - b. Provide the full names of person(s) who will care for live specimens, including any experience in raising, caring for, and propagating similar wildlife or plants.
 - c. Provide any contract or agreement you have secured for care of any live specimens collected under this permit request if the identified facility is not affiliated with you. Attach a copy or give title, funding organization name and address, date of signature, and duration of contract. *[A joint application may be appropriate in situations where one entity will collect the specimens and another entity will conduct the propagation/maintenance activities.]*
 - d. List mortalities resulting from your activities with these or similar species in the last 2 years.

- e. Provide an explanation of each mortality event and the procedures employed or modified to eliminate any future mortality events.
 - f. Indicate your willingness to participate in a cooperative breeding or propagation program or to contribute data to a database or studbook.
 - g. State the planned disposition of the collected and/or propagated species after termination of the project/activity.
- D. Provide the full name of all individuals, *including first name, middle initial, and last name*, who you propose will work under this permit.
- 1. If more than one activity is included in the permit application, indicate which activity(ies) will be completed by each individual.
 - 2. For each listed individual, please also provide a copy of each person's resume and/or curriculum vitae, plus specific information on previous professional experience working with the species affected by the permit request. Information should include: the approximate number of hours of focused activity with each species in occupied habitat; approximate number of each species the applicant has worked with at each site (e.g., how many pair of birds at a specific site); names, dates, and location of areas surveyed; and experience with similar species. Please provide the names and phone numbers of at least two references who can verify experience with the species (reference letters are always appreciated).
- E. For each species indicate whether, at the time of the application, the organism was:
- 1. still in the wild;
 - 2. had been removed from the wild; and
 - 3. was born in captivity or artificially propagated. Provide State and specific location of wild origin or captive/artificial propagation.
- F. If you are applying for a permit for the collection of plants, list the lands and identify the Federal land management agency(ies) that are under Federal jurisdiction from which you plan to collect the plants.
- 1. Describe what plant part(s), and the number(s) or other type(s) of indication of material you plan to collect (i.e., whole plant, leaves, pollen, seeds, etc.)

G. (Optional) The U.S. Fish and Wildlife Service often receives requests for lists of Permittees who could conduct contract work for listed species (e.g., presence/absence surveys). In accordance with the Privacy Act (5 U.S.C. 522a), we only release the name and work address or work telephone number of those who wish to be contacted by third parties to do commercial survey activities. This referral is provided at the discretion of each U.S. Fish and Wildlife Service Regional Office as time and workload allow. Please indicate below your preference for the release of your information to third parties.

Yes, I authorize the U.S. Fish and Wildlife Service to release my name, work address and/or work telephone number to third parties as a referral for contract work for listed species.

No, I do not authorize the U.S. Fish and Wildlife Service to release my name and work address and/or work telephone number to third parties.

INTERSTATE COMMERCE PERMIT

For Interstate Commerce permit applications, the following specific information must be provided in addition to the general information on page 1 of this application. Please attach separate pages. In order to assist us in processing your application, please provide the item number (I.A., etc.) of the required information before each of your responses. Thank you.

I. For Wildlife:

- A. Provide the sex, birth date, birth place, age, number of specimens, and identifying features (e.g., band number, collar number, scars, tattoo number, etc.).
- B. Provide the name, address and telephone number of dealer.
- C. State whether the wildlife has been captively bred or removed from the wild.
- D. Provide the expected time needed to complete transaction(s).
- E. Provide a complete description with photographs and/or diagrams of the area and facilities where wildlife will be held in captivity, and description of arrangements for care during transportation and maintenance.
- F. Describe experience with breeding this or similar species in the past.
- G. Provide the full names of person(s) who will care for live specimens, including any experience in raising, caring for, and propagating similar wildlife or plants.
- H. List mortalities resulting from your activities with these or similar species in the last 2 years. Provide an explanation of each mortality event and the procedures employed or modified to eliminate any future mortality events.
- I. Indicate your willingness to participate in a cooperative breeding or propagation program or to contribute data to a database or studbook.
- J. Provide a statement from the wildlife breeder that the wildlife was bred at their home/facility. This statement must include the name and address of the breeder, date of birth or hatch, band number or any other identifying marks or characteristics.
- K. Please provide detailed information on how you propose to manage your breeding stock to uniquely identify all progeny, and to ensure that the genetic diversity and integrity of your breeding stock are maintained to the maximum extent possible.

II. For Plants:

- A. Provide the location where plants will be cultivated for sale.
- B. State whether the breeding stock is of cultivated or wild origin.

The public reporting burden for completing this application is estimated to be less than 2 hours, including time for reviewing instructions, gathering and maintaining application data, and completing and reviewing the forms. Comments regarding the burden estimate or any other aspect of the reporting requirement(s) should be directed to the Service Information Collection Clearance Officer, MS 222 ARLSQ, Fish and Wildlife Service, Washington, DC 20240.

An agency may not conduct and a person is not required to respond to a collection of information unless a currently valid OMB control number is displayed.

Application for a Federal Fish and Wildlife License/Permit

Paperwork Reduction Act and the Privacy Act - Notices

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
 - (a) Bald Eagle Protection Act (16 U.S.C. 668);
 - (b) Endangered Species Act of 1973 (16 U.S.C. 1539);
 - (c) Migratory Bird Treaty Act (16 U.S.C. 703-711);
 - (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383);
 - (e) Wild Bird Conservation Act (16 U.S.C. 4901-4916);
 - (f) Lacey Act (18 U.S.C. 42 & 44);
 - (g) Convention on International Trade in Endangered Species of Wild Flora and Fauna (TIAS 8249);
 - (h) Title 50, Part 10, of the Code of Federal Regulations;
 - (i) Title 50, Part 13, of the Code of Federal Regulations;
 - (j) Title 50, Part 14, of the Code of Federal Regulations;
 - (k) Title 50, Part 15, of the Code of Federal Regulations;
 - (l) Title 50, Part 16, of the Code of Federal Regulations;
 - (m) Title 50, Part 17, of the Code of Federal Regulations;
 - (n) Title 50, Part 21, of the Code of Federal Regulations;
 - (o) Title 50, Part 22, of the Code of Federal Regulations; and
 - (p) Title 50, Part 23, of the Code of Federal Regulations.
2. Information requested is this form is purely voluntary. However, submission of requested information is required in order to process applications for licenses or permits authorized under the above acts. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383) will be published in the **Federal Register** as required by the two acts.
4. Routine use disclosures may also be made:
 - (a) To the U.S. Department of Justice when related to litigation or anticipated litigation;
 - (b) Of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license;
 - (c) From the record of an individual in response to an inquiry from a Congressional office made at the request of that individual (42 FR 1903; April 11, 1977);
 - (d) To subject matter experts, and State and other Federal agencies, for the sole purpose of obtaining advice relevant to issuance of the permit.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public reporting burden for this information collection varies depending on the specific activity for which a permit is requested. The relevant burden for completing the application for a Recovery permit or an Interstate Commerce permit is 2.0 hours. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240

Freedom of Information Act - Notice

For organizations, businesses, or individuals operating as a business (*i.e.*, permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page, and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

APPLICATION PROCESSING FEE

The fee to process an application for a Recovery permit or an Interstate Commerce permit is \$25.00. Checks should be made payable to "U.S. Fish and Wildlife Service." The fee applies to permit applications, renewals, and amendments. The processing fee shall not be refunded if the permit is issued or denied, or if the application is abandoned.

The fee schedule does not apply to any Federal, State or local government agency or individual or institution under contract to such agency for the proposed activities. Until further notice, the fee will be waived for public institutions. As defined in 50 CFR 10.12 - "Public as used in referring to museums, zoological parks, and scientific or educational institutions, refers to such as are open to the general public and are either established, maintained, and operated as a governmental service or are privately endowed and organized, but not operated for profit."